

REQUEST FOR RECORDS RETENTION SCHEDULE

To be submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO. 394PAGE
NO. 1

1. Requesting Agency

DEPARTMENT OF MENTAL HYGIENE

2. Division or Bureau of Requesting Agency

SPRING GROVE STATE HOSPITAL

3. Authorization Requested (Check only one of the squares below).

A

☐ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B

☒ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C

☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.1. EMPLOYEE X-RAYS

Size: Approx. 15" x 11" (X-ray size)

Dates: 1948 - -

Quantity: Separated employees - 4 drawers & 6 linear feet
Active employees - 22 linear feet
Total, 40 cubic feet

File Arrangement: Numerical by case number

Annual Accumulation: 4 cubic feet (est.)

Disposable Amount: 20 cubic feet (est.)

Index: Medical charts

This file is composed of X-ray negatives prepared and filed by the Hospital for current and separated hospital employees. The majority are chest X-rays but some show other parts of the body which have been injured or fractured. Usual procedure is to make and file chest X-rays of each employee initially and then upon request, usually once a year. Consequently, the envelope for each employee may contain X-rays and X-ray Reports covering a period of many years. With a few exceptions these chest X-rays show negative findings. X-rays for separated employees are maintained in a file separate from that maintained for current employees. The outside of each envelope shows case number, individual's name, dates of various X-rays, and the part of the body X-rayed. In conjunction with the preparation and analysis of each X-ray, an X-ray Report is prepared in triplicate and distributed as follows: original to individual's personnel folder (Commissioner of Personnel), first carbon to employee's medical record folder, and the second carbon filed with X-ray in the individual's envelope.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Signature *E. J. Danner*Title *pers mgr*Date *6/22/61*Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.Date *7/5/1961*Archivist *Morris S. Raloff*Date *JUL 10 1961*Secretary *Andrew Strickland*

| 4. Item No. | 5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period. | 6. Recommendation of Hall of Records and Board of Public Works |
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The X-ray Report gives the individual's name, case number, the date of the X-ray, and a summary of the analysis of the X-ray. The recommendations below apply to the X-rays and the Reports which are filed with them.

A. RECOMMENDATION: CURRENT EMPLOYEES:

1. Negative chest X-rays: RETAIN INDIVIDUAL X-RAYS UNTIL REPLACED BY A SUBSEQUENT X-RAY (RETAIN ONLY THE LATEST X-RAY).
2. Positive chest X-rays: and Injury X-rays: RETAIN ALL X-rays UNTIL EMPLOYEE'S SEPARATION AND FOR THREE YEARS THEREAFTER. THEN DESTROY.

B. RECOMMENDATION: SEPARATED EMPLOYEES:

1. Negative chest X-rays: RETAIN LAST X-RAY FOR THREE YEARS AFTER DATE OF SEPARATION. THEN DESTROY.
2. Positive chest X-rays, and Injury X-rays: RETAIN FOR THREE YEARS AFTER DATE OF SEPARATION AND THEN DESTROY.

2. PATIENT X-RAYS

Size: Approx. 15" x 14" (X-ray size)
Dates: 1948 - -
Quantity: 28 drawers (84 cubic feet)
File Arrangement: Numerical by case number
Annual Accumulation: 4 cubic feet (est.)
Index: Medical charts

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| APPROVED BY | |
| BOARD OF PUBLIC WORKS | |
| JUL 10 1961 | |
| <i>Ludrum</i> | <i>Secretary</i> |
| SECRETARY | |

This file is composed of X-Ray negatives prepared and filed by the Hospital for its patients. The majority are chest X-rays but some show other parts of the body which have been injured or fractured. Depending upon how long a patient remains in the Hospital, his X-ray envelope may contain one or more X-rays and X-ray Reports. In the event of a patient's death, the envelope containing his X-rays is placed in a separate file. The outside of each envelope shows the case number, the individual's name, the dates of various X-rays, and the part of the body X-rayed.

In conjunction with the preparation and analysis of each X-ray, an X-ray Report is prepared in quadruplicate and distributed as follows: original to medical record folder, first carbon to patient's ward, second carbon to X-ray envelope, and the third carbon to the diagnosis file. The X-ray Report gives the individual's name, case number, the date of the X-ray, and a summary of the analysis of the X-ray. When an X-ray is positive, the patient and his X-rays are transferred to Springfield State Hospital where mental-tubercular patients are treated. The recommenda-

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FOR RECORDS RETENTION SC. DU...
(Continuation Sheet)

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6. Recommendation
of Hall of Records
and Board of Public
Works.

A.

RECOMMENDATION: PATIENTS DISCHARGED -

1. Negative chest X-rays - RETAIN LAST X-RAY FOR FIVE YEARS
AFTER DATE OF DISCHARGE. THEN DESTROY.

2. Positive chest X-rays and Injury X-rays - RETAIN ALL X-RAYS
FOR FIVE YEARS AFTER DATE OF DISCHARGE AND THEN DESTROY.

B.

RECOMMENDATION: PATIENTS DECEASED IN HOSPITAL

1. Negative and positive chest X-rays and Injury X-rays -
RETAIN FOR THREE YEARS AFTER DATE OF DEATH. THEN DESTROY.

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JUL 10 1961

SECRETARY